II: 1948: July - Dec

SPECIAL COLLECTIONS ANNUAL REPORT

July 1, 1947 - June 30, 1948

THE COLLECTIONS

Reader Service

Special Collections readers made more than 4,000 visits to consult nearly 10,000 items during the report year. The figures are double those of last year, and triple the record of 1945/46. (For tabulated statistics of reader use, see Appendix I of this report.) A substantial factor in the gain is of course the increased accessibility of the collections as a result of the transfer from Low Library to Butler Library, but other important considerations are involved. For example, many scholastic and research projects were temporarily deferred during the war years, and the use of Special Collections reflecting such projects is only now returning to normal. Again, the present head of Special Collections has combined the statistics for various units under his administration; thus the current figures include reader use that formerly would have been reported separately by the curators of the Typographic and the Plimpton, Smith and Dale libraries. Third, the extension of the department's hours of opening from 58½ hours a week to 67 has made the collections available for evening use, an obvious factor in the increased service of material.

Growth of the Collections

A further cause for the increase in reader use lies in the continued growth of the collections. (For full particulars see Appendix II, A and B.) This year some 10,000 items were added, of which about three-fourths came

as transfers from other parts of The Libraries, the largest single bloc being the Phoenix Collection comprising 5,000 volumes.

Two other substantial transfers are not included in the above totals. The reading machines and microfilms (now numbering 3,640 reels, of which 1,837 are newspapers) came under this department's responsibility on January 1, 1948. On August 1, 1947, Columbiana was placed under Special Collections, a purely administrative adjustment, involving no change in personnel or premises. The Curator of Columbiana, Mr. Milton H. Thomas, is submitting a separate report, as are Dr. Isaac Mendelsohn, Curator of Near East Collections, and Dr. Reinhard Luthin, Bibliographer in American History. These reports accompany the present one.

Gifts and Purchases

By the expenditure of funds allocated to Special Collections, some 650 items were acquired during the year. Among these are books and manuscripts of all periods from the early 16th into the 20th century, selected in the main because they reflect the various subject strengths of Special Collections. (For a more detailed discussion of important purchases, see Appendix III A.) Paramount among the purchases, perhaps, was the acquisition of complete runs of the Pulitzer Awards in fiction, drama, and poetry from 1918 to 1945, comprising 76 titles, all first issues in mint condition and, with few exceptions, protected by sturdy slip-cases. Columbia University has a vital interest in these awards, and the new purchase was necessary because the copies originally deposited had in many instances become badly worn by constant use, resulting in extensive rebinding and replacement by reprint editions. The present acquisition provides a suitable memorial to the project. It is to be reserved for display purposes, and will be available to

readers only when consultation of first issues or editions is necessary.

The holdings of Special Collections were enriched by many gifts during the past year. (For a complete list, see Appendix III B.) Particular consideration should be accorded the gift of Professor James T. Shotwell of additional papers from his files, relating to the International Labor Organization and the Locarno Peace Pact. Mr. Frederick Coykendall '90 continued his generous presentations of first editions of modern English and American poetry. Mr. Willard V. King presented a complete photostatic reproduction of Bernardino de Sahagun's Historia General de las Cosas de Nueva España. The original manuscript, which is in the Laurenzian Library, was written by Sahagun in 1576/77, and is a bi-lingual rendering with Spanish and Mexican parallel texts. Mr. Clarence Epstean added thirty-two items to the Epstean Collection on the history of photography. Mr. William H. McLees of Brooklyn presented twenty-two engraved plates from which were printed various editions of a work on engravers' alphabets, compiled by his father, Mr. Archibald McLees.

According to present procedure, all new en-bloc gifts not earmarked for specific locations are examined by the Head of Special Collections immediately upon receipt, and before they have been dispersed or picked over. Among the items obtained for Special Collections by this means during the past year were: about 200 volumes selected from the collection of Jessie Lamont Trausil; about 100 from that of Jefferson B. Fletcher; and a complete run of the "Elizabethan Bibliographies," as well as thirteen modern French novels with authors' inscriptions, from the gift of Mr. Louis Friedland.

Book Losses

Instances of loss by theft, mutilation, or carelessness are happily infrequent in Special Collections. When they occur they are cause for

worry and dismay. Four such cases have come to the attention of the present head of Special Collections during his two years of tenure. In November, 1946, recent mutilation was discovered in The Pleasures of Cruelty, a crude imitation of de Sade. Blame for the mutilation could not be fixed. Soon after the department was transferred to Butler Library, Henry Miller's The Tropic of Cancer was missed from its place on the Special Collections shelves, and no explanation of its absence has been forthcoming. Most serious of all is the recently discovered loss of a two-volume edition of Cervantes' Don Quixote, 1605/15 (apparently the first edition, and if so a most important and valuable item). General Circulation records showed that the set had been charged to the Rare Book Department in 1934. There was no indication who had called the book, or that it had ever been returned, and it was not to be found either in its regular place on the shelves or in the Special Collections files. This department has no record of the transaction, and neither Dr. Lehmann-Haupt, then Curator of Rare Books, nor Mr. Adams, who followed him in that position, has any recollection of the matter.

The fourth instance has a much happier ending. A 1635 edition of Caesar's "Gallic Wars" in Latin, from the Gonzales Lodge collection, recently fell from a book truck into the stack elevator shaft, where it lay in dirty oil for several weeks. When it was finally retrieved it was thoroughly soaked and quite illegible. Salvage seemed hopeless, but Miss Von Dobeneck, using blotting paper and powdered chalk with ingenuity and care, has nearly succeeded in restoring the book to its original state. When the process is complete it will be difficult to tell that the volume had ever experienced such a serious mishap.

DEPARTMENT ACTIVITIES

The New Premises

The year's experience in our new quarters has taught us that, although conditions are generally far superior to those obtaining in Low Library, completely satisfactory reader service will not be possible as long as the Special Collections Reading Room is so far removed from the allotted stack space as it now is. Eventually this fault must be corrected, but as yet no real solution has been forthcoming which does not involve structural changes of Butler Library. A suggested plan, submitted by the Head of Special Collections on December 10, 1947, calling for additional floors to be constructed at the top of the present building, was found to require so large a sum of money that the matter has been indefinitely shelved.

Accordingly the department is launching a full-scale program of making the most of available facilities. The transfer of the collections from Low Library left the books in serious disorder, and the past year has been devoted to shifting and sorting. This work is still far from complete, having been complicated by the fact that all of the space allotted to us on Level 13 has not been available. As this report is being written progress is again being made in the work of clearing from the area all General Library material formerly housed there. It is expected that this will be completed by the end of the summer. In addition, about one third of Level 14 is being prepared for Special Collections occupancy.

Preparation of Materials

Department staff members are carrying forward two important preparations projects. First, a finding list is being compiled for all uncataloged manu-

scripts (this year work was completed for more than 750 pieces in the Seligman and Typographic libraries). Second, efforts are being made to simplify the department's records of its printed books. When complete, the latter project will have provided a consolidated author catalog of all special collections, with subject cards when necessary; a chronological catalog, complete to 1850 for all units; a shelf-list by which the identity of individual collections will be preserved; and a stack finding-list. Substantial progress has already been made in this work. It is hampered, however, by the fact that so large a proportion of our books are either entirely uncataloged (estimated at between 50,000 and 75,000 volumes), or were transferred to this department with inadequate records.

(For further details about the preparation of Special Collections materials, see Appendix IV A.)

Exhibitions and Special Occasions

Five exhibitions were arranged during the year, as listed in Appendix IV B. The principal showing was held in commemoration of the late Frederic W. Goudy, one of America's foremost typographers. The exhibit occupied all of the cases in the Butler Library entrance lobby, as well as those near the Circulation Desk on the third floor. Examples of Goudy's achievements in printing, in type design, and in writing were selected from The Libraries' rich resources.

All of the other exhibitions were of limited or specialized scope. A full-scale exhibitions program has not been possible due to the pressure of other work brought on by the transfer and by the necessity of extending our hours of opening with inadequate staff coverage. As the department settles into a less nervous schedule made possible by recent adjustments in

the staff, the exhibitions program will be given high priority.

On May 21 ceremonies were held in the Special Collections Reading Room for the unveiling of a bust of Benedict de Spinoza. The bust was executed by Mrs. Phyllis Blundell, was presented to be a part of the Oko-Gebhardt Spinoza Collection by Mrs. Simon Kuhn, and was unveiled by Mrs. Adolph S. Oko. Brief addresses were made by Mr. Charles Mixer, Professor James Gutmann, and Mr. James Van Derpool. Following the ceremonies tea was served in the Social Room, at which Miss Margaret Kimmel of the Philosophy Library poured.

STAFF

Changes in personnel have seriously hampered the work of the department, especially in view of the need for reorganizing the collections after the transfer to Butler Library, and for extending the hours of opening. Since July 1, 1947, there have been fifteen resignations and eighteen appointments, all in clerical positions. There is now only one clerical assistant, Miss Anna Cushing, with more than a year's experience in the department. (For an itemized list of resignations and appointments see Appendix V.)

The appointment of Miss Mary Rita Burns as Library Assistant, effective June 1, was a welcome development. Much of the responsibility for the supervision of the department during this critical period of change and growth has fallen to Miss Alice Bonnell, Assistant Librarian. The competent assistance which Miss Burns, a trained librarian, can supply will greatly ease Miss Bonnell's burden, and will permit the head of Special Collections to devote a larger portion of his time to constructive administration.

Respectfully submitted

Roland Baughman
Head of Special Collections

Dr. Carl M. White
Director of Libraries
July 1, 1948

STATISTICAL APPENDIX

I. USE OF SPECIAL COLLECTIONS

	1947/48		1946/47	1945/46
Reader visits, books & mss.	3,523		1,968	1,244
Reader visits, microfilms	702	(6 months)	---	---
Total reader visits	4,225		1,968	1,244
Books & mss. used in reading room	7,963		4,428	2,603
Intramural loan	424		359	538
Interlibrary loan	11		8	18
Circulation	1		2	38
Microfilms, reels	1,378	(6 months)	---	---
Total items used	9,777		4,797	3,197

Note:
The figures given here for the use of microfilms represent only such use in the Special Collections Reading Room. During January and February all films and reading machines were transferred from the Periodicals Reading Room, and two new Recordak reading machines were added. During the transfer, films were consulted in both locations, the total figures for the full year being as follows:

Reader visits 1,414
Reels used 2,535

II. ACQUISITIONS

A. By Transfer

1) "W" file (serials not permanently cataloged) about	500	items
2) "Y" file (books in editions worthy of preservation, but available for limited circulation)	1,119	"
3) Phoenix Collection	5,032	"
4) Thomson Collection	348	"
5) French Manuscripts, photostats	114	"
Total	7,113	"

B. New Cataloging

Received from Catalog Department, 1947/48 2,896 items
Included in this figure are more than 2,000 items purchased with other funds than those of Special Collections.

III. PURCHASES AND GIFTS

A. Important Purchases

1. First editions of Pulitzer Prize Winners in drama (1923-1945; 25 titles), fiction (1918-1945; 26 titles), and poetry (1918-1945; 25 titles). All but the latest volumes in each category are protected with cloth slip-cases. The sets supplant worn-out copies and re-issues already in file. One third of the cost was borne by the Bancroft fund.

2. Photographic facsimile of an early version of Wace's 12th-century poem, Le Roman de Rou, from the original manuscript in the Bibliotheque Nationale.

3. For the Park Benjamin Collection of New York literature, 1835-1865, 103 titles, including more than 20 first editions of works by T. S. Arthur.

4. For the Epstean Collection on the history of photography, 92 titles, including 52 numbers of American Photography (1907-15) and 17 volumes of Amateur Photographer and Photographic News.

5. For the David Eugene Smith Library, 56 books, including Descartes' Geometria (Amsterdam, 1659-61) and Guillaume de Conches' Philosophicarum et Astronomicarum Institutionum (Basle, 1531).

6. In addition to items 1 and 2 above, a number of important additions were made by means of the Special Collections fund no. 293:
   Raphael Maffeius, Volaterranus (Basle, 1544).
   Busca, Della espugnatione et difesa delle Fortesse (Turin, 1585).
   Bugubinus, De humanitatis studiis (Padua, 1600).
   Joannes Murmellius, Artis versificatione rudimenta (Leipsig, 1519).
   Francesco de' Vieri, Trattato delle methеore (Florence, 1575).
   Cosmus Anysius, Poemata (Naples, 1553).
   4 items of Spinozana not in the Oko-Gebhardt Spinoza Collection.
   Numerous first editions of the works of Henry James, Henry Miller, James Branch Cabell, John Steinbeck, etc.
   32 items printed at the Grabhorn Press in San Francisco.
   About 250 English and American letters and documents from the 16th to the 18th centuries, principally indentures.

B. Important Gifts

1. Coykendall gift.
   The lot of books originally scheduled for presentation during 1947 by Mr. Frederick Coykendall '98 was divided into two annual donations, the second being acknowledged during the present period. (The lot originally scheduled for presentation during 1947/48 will be similarly divided between 1948/49 and 1949/50).

2. From Professor James T. Shotwell: another lot of papers from his private files, relating principally to the International Labor Organization and the Locarno Peace Pact. (5 boxes)

3. From the gift of Mr. Louis Friedland were selected for Special Collections a complete run of the "Elizabethan Bibliographies" series, and 13 exemplars of modern French fiction, with authors' inscriptions.

4. From the gift of books "from the Library of Jefferson B. Fletcher" about 100 items were selected for Special Collections, including a fine run of first editions, chiefly inscribed copies, of the works of Robert Herrick.

5. From Mr. William H. McLees of Brooklyn: 22 engraved plates for various editions of a work on engravers' alphabet forms, A Series of Alphabets (New York, 1855, etc.), by his father, Archibald McLees.

6. From the gift of books "from the library of Jessie Lamont Trausil" about 200 items were selected for inclusion in Special Collections, principally for the modern literature and Book Arts files.

7. From Mr. Percy L. Crosby, illustrator and cartoonist: 11 of his books, inscribed to Columbia University.

8. From Mr. George Salomon: 18 type-specimen books of the Woellmer Foundry in Berlin, for inclusion in the Typographic Library.

9. From Mr. Clarence Epstean: 32 items for inclusion in the Epstean Collection on the history of photography.

10. From Mrs. William C. C. Kiene: several lots, including two volumes of reproductions of the cartoons of her father, Joseph Keppler; two autograph albums containing inscriptions by prominent artists, musicians, literati, actors, and statesmen of the latter 19th century; an autograph letter signed by Bret Harte; and a manuscript copy of Alphonse Caibulka's "Songe d'Amour Apres le Bal."

11. From Mr. Willard V. King: a complete photostatic reproduction of the Laurensian Library manuscript by Bernardino de Sahagun, Historia General de las Cosas de Nueva España. The original from which the photostat was made was written by Sahagun in 1576/77, and is a bi-lingual version with Spanish and Mexican parallel texts. Mr. King also provided funds for binding the reproduction.

12. From Mrs. Nicholas Murray Butler: 25 books autographed or inscribed by the authors to Dr. and Mrs. Butler.

IV. DEPARTMENT ACTIVITIES

A. Preparation of Materials

1. Book Cataloging

A total of 2,896 cataloged volumes were received during the year. 3,703 catalog cards were received.

2. Manuscript listing.

The department staff provided finding cards for 769 manuscript items during the year. Special effort was made to complete work on the Seligman and Typographic Library manuscripts. The work will be carried into other special files as opportunity permits.

3. Binding.

A total of 173 volumes were sent to the bindery during the year. In addition, a stock of 500 manuscript boxes was obtained.

B. Exhibitions

1. In November an extensive exhibition in commemoration of the work of Frederic W. Goudy, typographer, was opened. It occupied all of the cases in the Butler Library entrance lobby, as well as those near the Circulation Desk on the third floor. The third-floor portion of the exhibition is still on view.

2. In January specimen exhibits from five of our "Special Collections" were placed on view in cases in the Reading Room. The purpose of these exhibits is to call attention to our varied resources. Accordingly, the selections will be changed regularly.

3. In March a display of Pulitzer Prize winners in Journalism in various years was arranged in the lobby cases of Butler Library on the occasion of the meeting of the Scholastic Press Association.

4. On March 23 a selection of first editions of the works of D. H. Lawrence presented by Mr. Frederick Coykendall '95 was installed in the lobby cases of Butler Library.

5. In June an exhibit displaying the varied resources of the Plimpton, Smith and Dale Libraries was installed in the cases in 210 Low.

V. STAFF APPOINTMENTS AND RESIGNATIONS

Staff Member	Grade	Time	Appointed	Resigned
Pamela Carpenter	CF3	Full	Jan. 20, 1947	Feb. 12, 1948
Bernard Marlin	CF3	Part	Mar. 17, 1947	May 28, 1948
Charles Simmons	CF3	Part	Feb. 25, 1947	July 2, 1947
Donald Wladaver	CF3	Part	Sept. 30, 1946	Sept. 16, 1947
Irene Elam	CF3	Full	July 1, 1947	Aug. 31, 1947
Ernestine Smith	CF3	Full	July 1, 1947	Aug. 15, 1947
Norman Sands	CF3	Part	July 1, 1947	----------
Leroy Ransom	CF1	Part	July 7, 1947	Aug. 15, 1947
Mr. Thelma Copeland	CF1	Full	July 8, 1947	Dec. 1, 1948
Juan Irizarry	CF1	Full	July 8, 1947	----------
Irwin Levine	CF3	Part	July 24, 1947	Jan. 31, 1948
Martin Svigir	CF1	Part	Aug. 22, 1947	July 6, 1948
Helen (Stack) Flores	CF3	Full	Sept. 22, 1947	----------
Mary Rita Burns)	CF3	Part	Sept. 29, 1947	
reclassified)	PA1	Full	June 1, 1948	----------
Donald Friedman)	CF1	Part	Oct. 24, 1948	
reclassified)	CF3	Part	Feb. 2, 1948	May 20, 1948
Alfred Sharlip)	CF1	Part	Oct. 25, 1947	
reclassified)	CF3	Part	Feb. 2, 1948	----------
Vernon Osbourn	CF1	Part	Oct. 30, 1947	Oct. 31, 1947
Roy Hunter	CF1	Part	Nov. 12, 1947	May 12, 1948
Laurence Phillips	CF1	Part	Feb. 2, 1948	----------
John M. Stuart	CF1	Part	Feb. 2, 1948	May 22, 1948
Lawrence Huggins	CF1	Part	Feb. 5, 1948	June 30, 1948
Joy Goldfarb	CF3	Full	Feb. 16, 1948	

VI. MISCELLANEOUS

A. During March Mr. Baughman served as chairman of a Library Committee on Audio-Visual Facilities. Other members of the committee were: Mr. John Berthel, Miss Janet Bogardus, Mr. James Van Derpool, and Miss Constance Winchell. Two meetings were held to discuss the position to be taken by The Libraries in response to the Provost's suggestions for establishing an audio-visual center at Columbia University. A final report containing the committee's recommendations was presented to the Assistant Director, Reader Services on April 2.

B. On several occasions Mr. Baughman gave talks or read papers to various groups:
   On November 20, a paper entitled "Influences on Early American Bookbinding Design", read at a meeting of the Grolier Club.
   On November 24, a lecture before the S.L.S. class in "The History of Books and Printing."
   On March 22, a lecture on early printing on the occasion of the visit of the Library School seniors of the State Teachers' College, Geneseo, N. Y.
   On May 18, a talk on "Changing Attitudes toward Fine Printing," given at Colgate University before a seminar in the history of typography.

C. On the following occasions Miss Bonnell conducted group visits to the Special Collections Reading Room:
   On November 12, 5 groups of Library School students, making their annual tour of The Libraries.
   On January 12, a research seminar of 12 members from Barnard College, seeking instruction in the processing and physical treatment of manuscripts, and their use in research. This meeting was in advance of special sessions with individual members of the seminar, made during January and February.
   On March 25, students of the McGill University Library School.
   On May 19, members of the Teachers College class in Occupational Therapy, on their annual visit to see bindings, manuscripts, and early printed books.
   On May 27, members of the Library Club of Scarsdale High School.

REPORT OF THE CURATOR OF NEAR EAST COLLECTIONS

July 1, 1947 - June 30, 1948

I. Acquisitions:

In addition to the regular flow of Oriental books and periodicals, the Library has received from the Turkish National Library about 200 volumes of Turkish books. It is gratifying to report that the library is now gradually building up a modern Turkish collection through exchange and purchase.

The Library has purchased from Dr. Orient Lee (a Chinese scholar) a highly important manuscript containing the works of the great Turkish writer Mir Ali Shir Navai (15th century). It contains 707 pages in-quarto and is probably the only large Navai manuscript extant in the United States.

II. Cataloging:

Books: 618 books have been cataloged.

Manuscripts: 45 Arabic manuscripts belonging to the Smith and Plimpton collections have been cataloged and transferred to the Special Collections Library.

III. Descriptive Catalog:

22 Hebrew manuscripts have been cataloged and described.

IV. Catalog of Early Hebrew Books (15th-17th centuries):

A survey of early Hebrew prints and a plan for the publication of a catalog has been submitted to Mr. Roland Baughman, Librarian of Special Collections.

Respectfully submitted

Isaac Mendelsohn
Curator of Near East Collections

July 1, 1948

REPORT OF THE BIBLIOGRAPHER IN AMERICAN HISTORY

July 1, 1947 - June 30, 1948

The work of the Bibliographer in American History during the fiscal year 1947-1948 consisted of five parts:

1. Advising graduate students in the field of the history of the United States.
2. Keeping in contact with faculty members in the related fields of Americana.
3. Exploring the merits of available unpublished materials, and recommending the acquisition of those deemed of scholarly value.
4. Recommending purchase of published materials not already in the Columbia University Libraries.
5. Preliminary work on an inventory of manuscript materials in the field of American history.

Elaborating on the above duties are the following details of activities:

1. Some thirty candidates for the degrees of M. A. or Ph. D. in the field of the history of the United States were advised on their bibliographical problems: the location of primary and secondary materials at Columbia and elsewhere.
2. Members of the faculty in the related fields of Americana were regularly visited and consulted on their needs in the library. Among those with whom contact was closest were the following: Professors J. Bartlet Brebner (History), Lawrence Chamberlain (Government and Public Law), Henry S. Commager (History), Joseph Dorfman (Economics), Louis M. Hacker (Economics), John A. Krout (History), Dumas Malone

(History), Allan Nevins (History), Lionel Trilling (Literature), James G. Van Derpool (Architecture).

3. Among the more significant unpublished materials acquired under the Frederic Bancroft Foundation were

   a. John A. Howland and Co. Collection. Records of the company, 1800-1850, dealing with the domestic and foreign trade.

   b. James Gordon Bennett (the younger) Collection. Letters written by Bennett, owner and publisher of the New York Herald, instructing his correspondent, Albert Stevens Crockett, on the conduct of news reporting in the United States and foreign lands.

Microfilms of the following huge collections were purchased from the Library of Congress:

   a. Jeremiah S. Black Papers.

   b. Robert Todd Lincoln Papers.

   c. Lyman Trumbull Papers.

   d. Martin Van Buren Papers.

   e. Henry Watterson Papers.

Microfilms of slavery records were purchased from the University of Texas, Vanderbilt University, Louisiana State University, and the State Archivist of Maryland.

In conjunction with Dr. Richard H. Logsdon, Assistant Director of Libraries, Technical Services, a cooperative microfilm project was started with other libraries (with a view to cutting down the cost of microfilms) for the purchase of the following large collections in the Library of Congress:

   a. Alexander Hamilton Papers.

   b. Andrew Jackson Papers.

e. Nicholas Biddle Papers.

Among the microfilms of significant newspapers purchased were those of the New York Times, Emporia (Kansas) Gazette, and the Sangamo Journal (journalistic mouthpiece of Abraham Lincoln).

4. Lists of hundreds of second-hand book dealers were regularly scanned, and recommendations for the purchase of published works made. In addition, bookstores were visited in New York, Philadelphia, Baltimore, and North Carolina.

5. A preliminary survey was started on an inventory of unpublished Americana in the Columbia University Libraries with a view to compilation of a check list.

Respectfully submitted,

Reinhard H. Luthin
Bibliographer in American History

July 1, 1948

Note:
The report of the Curator of Columbiana, promised above for transmittal herewith, is not yet ready for presentation (August 7, 1948).

Roland Baughman
Head of Special Collections

This report was submitted separately.
RLOK

TFFleming

Dr. White July 29, 1948

Re: Special Collections - Plimpton, Smith and Dale Collections

1. For two years there was carried in the Special Collections budget the sum of $3600 for a curator or a bibliographer for the Plimpton, Smith, and Dale Collection.
2. During this time no suitable candidate for the position was to be found and the funds were used for other purposes.
3. In the last and deepest cut which we made on the 1948-49 budget this item was eliminated.
4. The Plimpton, Smith, and Dale Collections are now open from 1 to 5 each day with a Desk Assistant.
5. It is proposed to place in Plimpton, Smith, and Dale a half-time professional intern, Dr. Hans Baron whose qualifications are noted on the attached sheets.
6. It is further proposed that the approximate cost of $1100 be made up from credits in the personnel budgets of the Department of Special Collections and other department of Readers' Services.

hf

cc: Mr. Baughman

Columbia University Libraries

INTERDEPARTMENTAL MEMORANDUM

September 16, 1948

FROM: Roland Baughman

TO: Thomas P. Fleming

OBJECTIVES OF THE DEPARTMENT OF SPECIAL COLLECTIONS, BASED ON THE CURRENT SCOPE OF THE DEPARTMENT

I. Specially-appointed premises, on a par with those of other comparable universities. They should include: properly air-conditioned stack; functional exhibition space and equipment; working space for processing archival collections and for binding renovation; and adequate provision for the housing and reading of microfilms.

II. Development of a trained bibliographical and clerical staff, to provide adequate service of the collections.

III. Cataloging staff to attack the backlog of unprocessed materials. (Basic records are lacking for between 50,000 and 75,000 printed books, and for many of the archival collections; and material of the latter kind is being added rapidly.)

IV. A program for the repair and renovation of the collections. (This work is far in arrears, because the existing bindery organization is fully occupied with general library binding problems.)

V. Provision for desirable special services, including: advisory work with faculty members to promote graduate studies in Special Collections materials; a publications series, based on Special Collections holdings; a functional program of public exhibitions; and the development of an effective group of donors and Friends.

Respectfully submitted,

Roland Baughman, Head of Special Collections

Columbia University Libraries

INTERDEPARTMENTAL MEMORANDUM

FROM: Roland Baughman

September 17, 1948

TO: Thomas P. Fleming

OVERDRAFT IN SPECIAL COLLECTIONS BUDGET, ACCOUNT SPECIAL ASSISTANTS

	Hans Baron (20 hours at 1.05, 39 weeks)	$819.00
	Rita Burns (special increase)	200.00
A.	Juan Irizarry (increase from base $1640 to 1800) prorated)	120.00
	A. Sharlip (extra CF3, held over) 20 hrs. at .90, 39 weeks)	702.00
		$1841.00
B.	Allotted page budget (5 full-time at .70, 39 weeks)	$5255.25
	Scheduled page budget (150 man hours at .70, 39 weeks)	4095.00
	Credit	$1160.25
	Extra assistants (see A above)	$ 1,841.00
C.	Page budget credit (B above)	1,160.25
	Budget overdraft	$ 680.75

Total Department budget	$35,570.00
Percentage of overdraft	.02

S3-(145)M10

$1498

Peter 350
Grant 300
Octavio 350
Hart 350
Phillips 350

1750
1350
$3100

Hinds 1172 450
Hart 470
Hurley 850 450

1900

$400

136.66
3
$409.98

136 R
12 1640
12
44
36
80
72
8

1450

10440
2710
7730

Columbia University Libraries

INTERDEPARTMENTAL MEMORANDUM

September 20, 1948

FROM: Roland Baughman

TO: Thomas P. Fleming

SPECIAL COLLECTIONS SALARY BUDGET

A. 1948-49 Budget, items 1-16, plus emergency item 1 (does not include H. Baron) — 41,720

B. 1946-47 Budget, items 1-11, ~~plus emergency item 1~~ — 26,120

C. Budget increase in that period — 15,600

D. Increase itemized

Salary increases	2,840.00
Columbiana	5,120.00
Newspapers	1,400.00
Increased hours of opening	5,241.60
Other over-all increases	998.40
	15,600.00

E. Salary increases itemized

Head	500.
Ass't Librarian	320.
Curator, Near East	300.
Bibliographer, American	500.
Secretary	440.
Desk Ass't	360.
Desk Ass't (from CF2, 1380 per annum)	420.
	2,840.

F. Hours of opening itemized
(28 hours weekly, 1,456 annually)

Professional at 1.30 per hour	1,892.80
Desk Ass't at .90 " "	1,310.40
Stack page at .70 " "	1,019.20
Newspaper page at.70 " "	1,019.20
	5,241.60

Columbia University
in the City of New York
[NEW YORK 27, N. Y.]
THE LIBRARIES

September 27, 1948

Mr. Roland Baughman
Librarian
Special Collections

Dear Mr. Baughman:

This will confirm the fact that your appointment as Librarian of Special Collections has been renewed for the fiscal year 1948-49 with a salary at the rate of $6500.

The work of writing the reappointment forms for the entire library staff has now been completed by the Library Office and those for your department should be forwarded to you within the next day or two.

This brings all good wishes.

Very truly yours,

Charles W. Mixer

Charles W. Mixer
Assistant Director:
General Administration

CWM:m

COLUMBIA UNIVERSITY LIBRARIES

From: Mr. Mixer

To: Department Heads

Subject: Budget

The Budget Recommendation sheets for personnel for your library are forwarded herewith. Those for book funds, binding funds, and equipment needs will follow as soon as possible.

Personnel: In the "1949-50" column Department Heads should indicate whether they recommend the standard July 1 increment of $120. Such recommendations should be made only where the quality of the incumbent's work clearly justifies it.

Due to the financial condition of the University, it is not anticipated that any new positions can be granted.

Book Funds. A statement of the chief allotments of book funds upon which each Department Head draws will be forwarded (gift and endowment funds will not be included since they remain the same each year). No increases are likely.

Binding Funds. Sheets to be forwarded will show the allocation for the present year of the binding funds which are provided for each Department Head. No increases are likely.

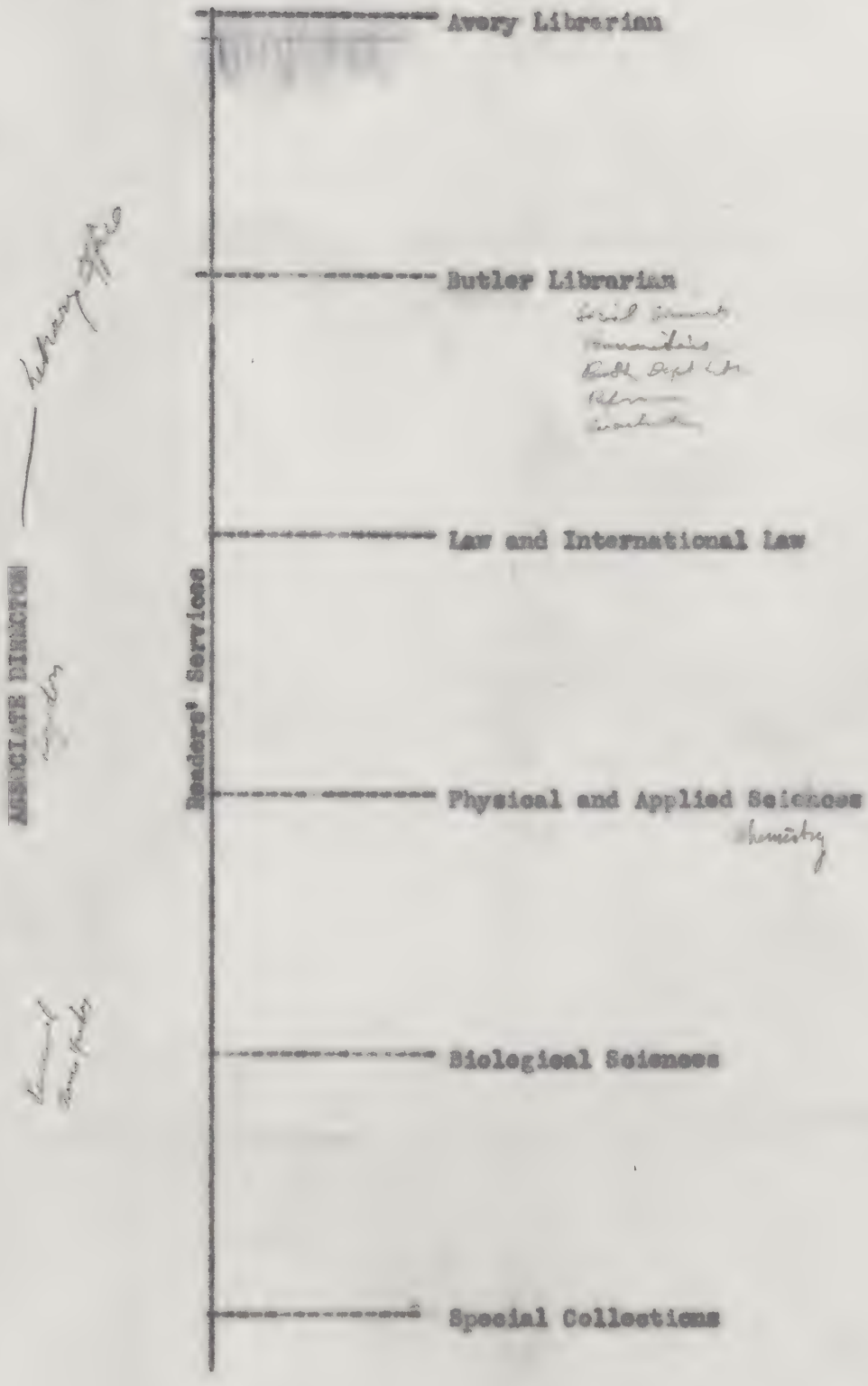
Equipment. Please indicate equipment needs, arranging them in two groups: (a) Urgent items and (b) desirable items.

Special Note. In the preparation of your budget recommendations, interpret as usual the needs of your department as you see them.

There is a possibility that the University officials may ask all academic departments not only to stay within their present budget limits but to retrench, so that in addition to your present budget preparation you might give some thought to that in case the request should prove to be an actuality.

Please have all budget sheets in the Library Office by 5 P.M. on Thursday November 4, delivering them in person (preferably) or in sealed envelopes marked "confidential".

October 30, 1948


Avery Librarian
Butler Librarian
Law and International law
Physical and Applied Sciences
Biological Sciences
Special Collections
Readers' Services
ASSOCIATE DIRECTOR

November 30, 1948.

Roland Baughman

Dr. Richard H. Logsdon

PROPOSAL TO TRANSFER THE PLIMPTON, SMITH AND DALE LIBRARIES TO BUTLER LIBRARY

IT IS PROPOSED: that the Plimpton, Smith and Dale Libraries be transferred from Rooms 209/10 Low to Room 801 (and adjoining stack space on Level 14) Butler Library. Reasons for the proposal and factors to be considered in connection with it are given below. The undersigned is prepared to amplify any points needing further consideration.

1. The Plimpton, Smith and Dale collections, which contain some of the most precious possessions of The Libraries, are inadequately protected in Low Library and are suffering serious damage in consequence. Evidences (recently reported) of damage from heat, dirt and excessive dryness have also been noted among the paintings left with the collections on indefinite loan by Mrs. Plimpton. In addition, the danger of loss by fire is heightened by the extensive use of wooden furniture and panelling throughout Low Library.

2. There seems to be no likelihood that, in the foreseeable future, conditions can be made adequate in Low Library. Repeated surveys have shown both fireproofing and air-conditioning to be impractical in that building.

3. The proposed quarters, Room 801 Butler, while not comparable in impressiveness with the present Plimpton Room, can be made extremely attractive by thoughtful redecoration and arrangement. On Stack Level 14, just adjoining, there is ample space for housing the collections under the most favorable physical conditions available on the campus. Room 801 could serve as headquarters for the collections and as an exhibition room where selected items would be displayed. The required exhibit cases are available from the Typographic Library equipment.

4. If and when permanent provision is made for Special Collections at the top of Butler Library, Room 801 and Level 15 (which adjoins the mezzanine of Room 801) could be easily integrated into the new air-conditioning system. At that time the Plimpton books would simply be moved up one flight from Level 14 to Level 15.

5. The transfer would enhance the usefulness of the collections and go far toward dissipating the present "orphaned" atmosphere which surrounds them. They could be serviced to readers during the full hours of opening of Special Collections.

6. In various ways the transfer would bring about a tightening of controls and a simplification of administration to an extent not now possible.

7. After the transfer of the Plimpton collection, Rooms 209/10 Low could be used as permanent quarters for the Columbiana collection, which consists mainly of materials that are less susceptible to adverse physical conditions than the earlier books and manuscripts of the Plimpton Library. The outward impressiveness of the rooms should not fail to create enthusiasm among Columbia alumni, which should prove most useful during the projected development program.

8. Room 110 Low, to be vacated by Columbiana if item 7 is approved, can be turned over to the University Administration for much-needed office expansion. (It is not supposed that the authorities would insist on using the vacated Plimpton Room for that purpose, as that would be a waste of library construction which is already at a premium throughout the University.)

9. Requirements for effecting the proposed transfer would be (1) a task force to transport the library materials from Low to Butler, and to shift Columbiana, and (2) redecoration of Room 501 Butler.

10. Agreement to the proposal by both Mrs. George A. Plimpton and Mr. Francis Plimpton will be needed. This may not be easily obtained, but the way would doubtless be smoothed by stressing the immediate advantages to the collections of the more modern Butler Library facilities, and the future benefits that would come from integration with the proposed Special Collections quarters to be installed above. When those new premises are completed, the public elevator could admit visitors directly at the door of the Plimpton Room.

11. The proposed transfer should be effected as soon as the way is cleared. The damage to the collections referred to above is demonstrable, and our continued inaction in the matter becomes increasingly difficult to defend.

Respectfully submitted,

Roland Baughman
Head of Special Collections

RB:AQC

IV! Nov. 29, 48
Jan. 27, 49

November 29, 1948.

Roland Baughman

Dr. Richard H. Logsdon

TRANSFER OF SPECIAL COLLECTIONS READING ROOM

IT IS PROPOSED: that the Special Collections Reading Room be moved from rooms 201/2 Butler to rooms 653/4 Butler. Reasons for and factors to be considered in making the change follow. The undersigned is prepared to amplify any points needing clarification.

1. The change would involve removing the stairway from room 653, taking out the wall plating and mezzanine supports between 653 and 654, and redecorating. Experiment shows that the first two items are no more than monkey-wrench and screw-driver jobs, although some floor patching will be needed, and a guard rail for the aperture left by the removal of the stairway (about three feet) must be installed. Redecorating of the rooms is overdue in the program of refurbishing Butler Library, and therefore need not be charged against the proposed transfer. Adequate lighting can be obtained by connecting desk lights with existing conduits.

2. The present quarters are too far removed from the allotted stack areas (levels 13 and 14) for efficient service or for adequate departmental supervision. Delays in book service have brought frequent criticism by readers. Departmental supervision is poor because the professional-in-charge cannot communicate readily between reading room and stack areas.

3. The mezzanine balconies of the proposed quarters open into level 13, making possible a buzzer system for calling stack attendants to pick up reader requests and to make deliveries. This will make for quicker, more direct service, and will remove much of our contribution to the overloading of the telephones.

4. Since coming to Butler Library, Special Collections have necessarily contributed to the overloading of the stack elevator system. If the proposed transfer is effected, our use of the elevators will be negligible.

5. The proposed quarters can be keyed into the Special Collections lock system, thus providing better control over books that must be shelved or stored in the reading room. (At present such control is not possible, due to fire hazards, and because janitors and cleaners must have access to the room during closed hours.)

6. The capacity of the proposed quarters would be about 25 readers at a time, well within present requirements. (See accompanying chart.)

7. Provision for microfilm readers would be made in the caged area on level 12, adjacent to the proposed reading room. The microfilms could be shelved nearby for speedy service. (See accompanying chart.)

8. As part of the transfer, administration of the Newspaper Stack would be lodged with whatever library division is to be housed in rooms 201/2. Accordingly, page coverage equivalent to 77 hours per week would be transferred from the Special Collections budget. Moreover, one or more Recordak machines would be left in Room 201 for the consultation of newspaper microfilms, which could be stored nearby on the mezzanine of room 201. This would result in a clarification and consolidation of the newspaper function, which has long been a trouble-spot in the Library organization.

9. The vacated quarters can be used as a Periodicals Reading Room (which is outgrowing its present premises) or as a headquarters and reading room for a Documents division, a project long desired by the Library administration. In either instance the newspaper function would fit more logically than it does at present under Special Collections.

10. The transfer, if approved, can and should be effected immediately.

11. It should be stressed that the proposed transfer does not stand as a substitute for the permanent plan for Special Collections, but only as a means of supplying the best possible service and making the most of existing facilities while that plan is being developed.

Respectfully submitted,

Roland Baughman
Head of Special Collections

RB:AQC
Encls.

Columbia University Libraries

INTERDEPARTMENTAL MEMORANDUM

December 10, 1948

FROM: Roland Baughman

TO: Richard Logsdon

SUBJECT: BUDGET, 1949-50, CONSTRUCTION NEEDS OF SPECIAL COLLECTIONS

1. Provision of new quarters for Special Collections, with modern air-conditioning throughout, and including two levels of unit-construction stacks, reading-room space, office space, public and stack elevator service, exhibition rooms, expansion areas suitable for conversion into special-collection rooms, repair and processing rooms, etc.

Generalized requirements are: one full storey to be added to Butler Library, fully equipped for Special Collections purposes, including two 8-foot ceiling stack levels.

Estimated cost: $1,100,000

(For further details, all subject to revision, see memorandum from Roland Baughman to Charles Mixer, dated December 10, 1947.)

2. Remodelling of Columbiana quarters, as per specifications on file with Buildings & Grounds.

Estimated cost: $20,000

3. Conversion of Butler Library rooms 653 and 654 into a single long room for use as the Special Collections reading room, pending action on item 1 above.

Requirements are: removal of separating wall and supports, removal of stairway from room 653, patching of floor, redecorating of rooms, installation of light outlets for reading tables, transfer of equipment, installation of telephones, etc.

Estimated cost: $300-500

(Needed at once. For further details, see memorandum from Roland Baughman to Richard Logsdon, dated November 29, 1948.)

4. Conversion of Butler Library room 801 into suitable headquarters for the Plimpton, Smith & Dale Libraries.

Requirements are: patching of floor, installation of burglar system, telephone, hanging of portraits, transfer of equipment, etc.

Estimated cost: $100-200 (exclusive of cost of transferring book materials from Low Library.)

(Needed as soon as possible. For further details, see memorandum from Roland Baughman to Richard Logsdon, dated November 30, 1948. Note that the suggested transfer would permit Columbiana to occupy the present Plimpton quarters, rooms 209/210 Low, and remove necessity for item 2 above.)

Roland Baughman
Head of Special Collections

S3-(145)M10

December 17, 1948

Memorandum to Dr. Richard H. Logsdon
Mr. Charles W. Mixer
Mr. Roland O. Baughman
Mr. John Berthel
Mr. William S. Budington
Professor Thomas P. Fleming
Mr. Miles O. Price
Professor James G. Van Derpool

I send with this memorandum a draft of plans as they have crystalized so far for developing the University Libraries. I am asking the Provost and the General Secretary for criticism of these plans. Before I talk with them, I should like to sit down with you and discuss them. If we are to have the conference before Christmas, it looks as if Tuesday afternoon, December 21, will be the best time. Will you please join me in my office for about forty-five minutes, beginning at 4:30 p.m.? We shall devote the meeting to the University Development Program as it affects the Libraries. I should like to have your counsel on the conception of procedure outlined here, which differs from that to be followed in the various schools and colleges of the University. After that, I should like to move through the whole statement and get any suggestions you have before talking with the Provost and the General Secretary.

Carl M. White

cb

THE UNIVERSITY LIBRARIES

I. The library program.

Re-examine the whole program in collaboration with the Library Council. Use as a general model for procedure the work of the Ad Hoc Committee which, in the last two years, has reviewed the program of the School of Library Service. Begin this review not later than the Spring Session 1948-49.

II. Written interpretation of program.

Descript. of opportunities for Service.

Begin preparation of a written statement as soon as the work envisaged in the preceding paragraph has proceeded far enough. Mr. Davis has suggested the desirability of creating a statement which will convey to the public the significance of the University Libraries. Possible that a general presentation will not prove as effective as a series of statements aimed at special interest groups--the significance of Law Library facilities for legal instruction and research, the significance of scientific libraries for scientific instruction and research, etc.

III. Building projects looming on the horizon for different University libraries.

1. A new Medical Library

Present housing situation critical. Will have to begin crating books and storing them unless relief is provided. Dean Rappleye reports progress in getting new laboratories, next below which the new Medical Library stands on our priority list.

2. New space for the library of the School of Engineering

Present library seriously overcrowded, although situation is in some respects less critical than elsewhere because of "overflow" in Low Memorial. Split location, however, is wasteful in time, energy and patience for all concerned. Plans to move Engineering Library to west quarter of Low Memorial pigeonholed after emptying it of Special Collections formerly housed there. Reasons: need of additional space for central officers of the University administration and (2) expense of substituting in our plans the west basement for

the corresponding space on the two-hundred floor. Whether we return to these plans for re-housing the Engineering Library will depend (1) on building plans for the School of Engineering as a whole and (2) on how long we continue to need Low Memorial as an administration building.

3. Expansion of the Chemistry Library

Miserably cramped. Relief badly needed. If Chandler and Pupin were ever connected by a building in between, the two libraries could be consolidated and reasonable space for expansion provided at the same time.

It should be borne in mind that it is worth going to some little extra expense to decentralize library facilities enough to permit scholars to have most of their apparatus (laboratory and library) under one roof. What we have to do is to strike a fair and reasonable balance between centralization and decentralization; for the fewer separate libraries a University sets up, the easier it is to economize on costs, but the more separate libraries you are willing to pay for, the greater the convenience to the individual scholar, provided, of course, you duplicate enough in overlapping fields to keep him from having to run from one library to another.

4. New quarters for rare books and special collections

In its provision for rare books, Columbia is in the cellar with the University of Pennsylvania and John Hopkins. The great libraries in Columbia's class along the Atlantic Seaboard--the New York Public Library, the Library of Congress, Harvard, Yale, and now Princeton--have all taken pains to provide excellent facilities for the housing, care, and use of rare books. The University of Pennsylvania is getting ready to build a library with excellent accommodations for rare books. That will leave Columbia down in a class with John Hopkins, which from a library standpoint is not a distinguished compliment.

In my judgment, Columbia's failure thus far to make adequate provision for rare books has hurt, and is hurting her. Better facilities for rare books would, in the first place, keep Columbia from being left out in the cold so frequently in the competition for privately donated collections. Harvard's magnificent Houghton Library, for example, is so conspicuously well appointed that it has attracted collections right and left. (According to a reliable Harvard source, its magnetic power is great enough that it attracted collections valuable enough to pay for the building in its first decade!) In contrast, Columbia seldom receives valuable gifts from

book collectors; for they know their book world and select a home for the books they treasure with the same care they would select a permanent home for their families. Our standing in the circle of American book collectors which counts is similar to that of a marriageable girl who is agreed to be "a back number." We have a good University, a staff which is higly respected, and as soon as we can get better facilities, we will soon win the respect of our discriminating clientele.

5. Enlargement of the stack space provided in Butler Library.

Best suggestion made thus far: Build a rectangular building at the corner of 114th and Broadway for the Humanities and Social Sciences. Reserve space in the center of this rectangle for stacks, as in Butler Library. An area like this without natural light quite satisfactory for modern use as stack space.

In 1949 Butler Library will be fifteen years old and approaching capacity. Low Memorial will have to be reserved for "overflow" of the scientific libraries on the north campus in that we shall not have to provide ever more expansion in different buildings where scientific libraries are housed, which would be impossible. In the generation following the celebration of two-hundredth anniversary, an estimated fifteen miles of shelving not available in Butler will be required for the material in the Humanities and Social Sciences which will accumulate during that period. It will relieve us from last-minute desperation if we look ahead and leave room for this expansion in laying out plans for the Humanities--Social Sciences Building.

IV. Organization of the Development Program for the University Libraries.

First part: the libraries maintained to support specific programs of instruction and research.

1. Set up the organization for this part of the development program of the libraries within the framework of the development program for the several colleges, schools, and departments to be served by these libraries.

2. A few illustrations of the way this principle (of working within the framework of the several colleges, schools, and departments) is already being applied:

ANNUAL REPORT OF THE CURATOR OF COLUMBIANA FOR 1947-48

The number of readers and visitors for the year was 1,511.

Soon after the beginning of this academic year Columbiana appeared for the first time in the New Yorker magazine--in connection with the future installation of General Eisenhower--written up in the best quietly witty and affectionate prose of that journal. In a way, recognition from this source seemed to put Columbiana on the map, and the amount of fan-mail, and the number of pleasant remarks encountered was most gratifying; even Europe was heard from. We began, after twenty years, to be taken seriously.

While we have never consciously sought to produce an archaic or an antiquarian atmosphere in this office, the place nevertheless has a nineteenth-century look, and it was amusing one day last fall when a veteran, who was waiting in line to register outside, came in to obtain some ink; a quick-witted fellow, he looked around solemnly and deliberately, then asked me if he could borrow a quill pen. Since we have a number of quill pens which survived with the Chandler material, the request did not baffle us, but the young man finally settled for a fountain pen.

The most notable event in which Columbiana participated this year was the Woodberry celebration held on the 12th of May under the auspices of the Department of English. Mr. Joseph Doyle, the University Fellow in English, who is writing a biography of Woodberry, suggested that Columbia might pay official tribute to the poet and critic who was a famous and successful teacher here for over a dozen years. The circumstances of Woodberry's resignation from Columbia were such that he

and his devoted students had been alienated from this institution and it was felt that a tribute on the part of Columbia might be a good gesture. The convocation was a great success, including some of Woodberry's most famous former students as speakers; and the exhibition, which was put up by this writer was enjoyed by the devoted Woodberrians present. In connection with the exhibition, requests were made for the loan or gift of Woodberry letters, and the responses were fairly staggering, since we received about eight hundred by gift from Professor John Smith Harrison, Mrs. Joel E. Spingarn, Melville Cane, Lewis Sherrill Mayelow, Mrs. Russell Hillard Loines, Professor John Erskine and others. These letters have passed into our possession, but have been put aside for Mr. Doyle's use temporarily. The collection is a very notable acquisition, and a valuable addition to Columbia's resources in American literature, since the letters cover Woodberry's life from his Nebraska period immediately subsequent to his graduation at Harvard (1877) to the days at Beverly just prior to his death in 1931. They are for the most part friendly and intimate letters, but include a number of business communications in regard to the publication of his works. Perhaps the most happy result of the whole affair was the restoration of Harry Harkness Flagler '94, a man of enormous wealth, to a feeling of affection for Columbia; for many years his dislike of this institution and its president was a matter of no secrecy. Mr. Flagler very readily agreed to the loan of many items from his fine Woodberry collection of first editions, special printings, manuscripts and letters, and went to a great deal of pains to make them available. When the celebration and exhibition were over, he wrote to everybody concerned letters of delight and enthusiasm for

the way the whole affair was handled.

Another significant event of the year was the exhibition of King's College material held at the Museum of the City of New York from 22 January to 5 May 1948. Most of the material was borrowed from Columbiana, but was supplemented at some points with material belonging to the Museum or private individuals. The exhibition was in charge of Mr. Jerome Smith of the Museum staff, but the writer did a great deal of work on it and this involved many visits to the Museum and a radio broadcast. The exhibition received a satisfactory amount of public attention and seems to have been enjoyed by numerous people who would not have seen the material at our campus.

Butler material has continued to flow in throughout the year. In October, Mr. Fachenthal turned over to us the desk and chair which the late president had used for many years. The desk is a large mahogany flat-top one of unusual design which was formerly used in the library of Robert Leighton Stuart, a wealthy sugar merchant in his home on Madison Avenue. Mrs. Stuart was a large benefactor of the College of New Jersey and gave Stuart Hall to the Princeton Theological Seminary. At her death, John Stewart Kennedy, capitalist and friend of Dr. Butler, was executor of her estate, and sold the desk to him for a nominal sum; it was used in the President's Room for three or four decades. Dr. Butler's tin boxes in which he kept ancestral and family memorabilia, notes as a student and teacher, and various personal items such as his pocket engagement-books, reached Columbiana this year. Subsequent to the removal of the Butler possessions from 60 Morningside Drive, we received the mahogany secretary from President Butler's bedroom; this he had labeled as having formerly been in the home of his grandmother at

Elizabeth, New Jersey, where he was born. It is supposed that this piece was used by his grandfather, Rev. Nicholas Murray, D.D., minister of the First Presbyterian Church in that town. We have placed in it the surviving books from the library of N. Murray Butler as a child, as well as his set of the writings of his grandfather. Numerous other books from the library of Dr. Butler have come to us in the course of the year, and all those which bore inscriptions from the author or were personal gifts and marked as such, as well as those which seemed to throw light on the president's interests and particular lines of study, we have kept together; the others have been allowed to find their places in the library through the same channels by which he enriched our shelves to the extent of many thousand titles during his lifetime. The library of the President's House, a collection of several thousand general and reference works arranged by color of binding on the shelves in the downstairs study, has been left there for his successors.

During the past year, thirty-odd file cabinets of Nova Study correspondence which had been stored in our north gallery, were removed with the sanction of the former director of that department, and the contents disposed of as waste paper.

The old correspondence of the Association of the Alumni of Columbia College, a considerable accumulation which had badly needed going over, was put in order this year and stored in new file boxes.

The morgue of the Alumni News is in process of overhauling, and currently the material on alumni deceased prior to 1940 is being transferred to our files.

The Catalog Department during the year has continued to put through

all our books directly we have sent them, and our cataloging problem, it must be said, has become less and less of a problem; we are in better shape in this regard than we have been in a decade.

John Spear Hutson, an Duke graduate, has been employed this spring and summer on a part-time basis to put the bulletins in the west gallery in order, and to go over all of our shelves in the Rotunda stacks; the latter job was greatly needed since hundreds of new books had accumulated, and their shelving involved the shifting of all the books, which is now almost complete.

Miss Marian Buttner, Archivist of the University of Minnesota, spent a day with us in the spring examining our methods, administration, equipment and processes in detail, and later sent us a copy of her rather flattering report. She was greatly impressed with our collection labeled Gallery. This began as a folder where clippings and pictures of obscene riots, water-bottles, mass-meetings, etc. were kept, and has grown to include copies of all the mimeographed throwaways handed out by the Marxists on the streetcorner and other material of this sort. We now have three full boxes of practically unique items, which will make very interesting reading a century or so hence.

We were glad recently to take on the responsibility of reading the Times and Tribune provided by the Provost each morning with a view to notifying him or the General of the death of anyone connected with Columbia where letters of condolence seemed appropriate; the letters, and letters of congratulation to living people who have received important honors or awards, are drafted in our office.

ASSISTANCE TO AUTHORS

Rodman Gilder (Harvard 1899), Centurion, son of Richard Watson Gilder, and a most charming and delightful person, spent some time here securing material for his book, Broadway.

Throughout the year we saw much of Miss Joanna Alogielio, a candidate for the doctorate at the University of Iowa, who has been writing on Nicholas Murray Butler as an Educator.

Dr. Victor Hugo Paltsits spent a day here securing information on James Lenox (A.B. 1818) founder of the Lenox Library, of whom he is writing a biography. Dr. Paltsits was a member of the staff of the Lenox Library during James Lenox's lifetime, and it is to be hoped that he is spared long enough to complete what will certainly be a definitive and very interesting account of the life of the old book collector.

Matthew Josephson (A.B. 1920) spent several days here obtaining material for a biography which he is writing of the late Leon Fraser (A.B. 1910).

The writer in the past three summers has assisted in supervising the master's thesis of Edward Miles Lawton '13 on Columbia and the New York Legislature 1784-1820.

Professor Coleman Parsons of the College of the City of New York spent many weeks here using the papers of the late Oliver Ames Hand '83 for a book he is writing on Misers. This book is to include also a chapter or two on the Collyer brothers and some information was secured here on Homer (A.B. 1904, LL.B. 1905, LL.M. 1906).

In the spring of this year Miss Helen Bench finally completed her thesis and passed her examination for the doctorate at T.C. on the

subject of the History of Speech Education at Columbia College. Her thesis had been wet-nursed for many years in this office, and the writer was one of the examining committee which finally passed her on her final examination.

PERSONAL

The writer has viewed with surprise and disfavor the recent sentiment in the library force which endeavored to enroll us in a trade-union. It seems to the writer, as a member of a family who have been landowners in this country continuously since 27 February 1644, that he would be sailing under false colors indeed to attempt at this late day to elbow his way into the proletariat.

Last November the writer published an article, "Professor McCulloh of Princeton, Columbia and Points South", in the Princeton University Library Chronicle. The writer was reelected this year as president of the Historical Society of Princeton, and he attended the annual dinner of the Society of Older Graduates at the University Club by invitation again this January, and put up a small exhibition of old photographs.

Respectfully submitted,

Curator of Columbiana

13 August 1940

vhs

S P E C I A L C O L L E C T I O N S

Statistical Summary, July 1, 1947 -- June 30, 1948

I. USE OF SPECIAL COLLECTIONS BY READERS AND STAFF

	1947/48	1946/47	1945/46
Reader Visits, books & mss.	3,523	1,968	1,244
Reader Visits, microfilms	702 (6 months)	---	---
Total Reader Visits	4,225	1,968	1,244
Books & mss. used in reading room	7,963	4,428	2,603
Intramural loan	424	359	538
Interlibrary loan	11	8	18
Circulation	1	2	38
Microfilms, reels	1,378 (6 months)	---	---
Total items used	9,777	4,797	3,197

Note (a)

Transfer of the department to Butler Library was followed by a substantial increase in the use of Special Collections material by readers, with the year's figures nearly double those of last year in the significant columns, and triple those of 1945/46. Some of the increase is of course due to the addition of new blocs of material and to the extension of the department's hours of opening. Beyond doubt, however, the primary cause lies in the greater accessibility of the present quarters to Butler Library readers.

Note (b)

The figures given above for the use of microfilms represent only such use in the Special Collections Reading Room. During January and February all films and reading machines were transferred from the Periodicals Reading Room, and two new Recordak machines were added. During the transfer, films were used in both locations.

The combined figures for the year are as follows:

Reader visits - 1,414 Reels used - 2,533

Since the transfer and the addition of films and equipment, reader use has jumped from 50 to 75 percent.

II. ACQUISITIONS

A. By Transfer

1)	"W" file ~~(books, pamphlets, and~~ (serials not permanently cataloged)	about	500 items
2)	"Y" file (books in editions worthy of preservation, but available for limited circulation)		1,119 items
3)	Phoenix Collection		5,032 "
4)	Thomson Collection		348 "
5)	French Manuscripts, photostats		114 "
	Total		7,113 "

B. Received from Catalog Department . . . . . 2,896 items

Note: Included in this figure are more than 2,000 volumes purchased with other funds than those of Special Collections.

C. Important Purchases

1. First editions of Pulitzer Prize Winners in drama (1923-1945; 25 titles), fiction (1918-1945; 26 titles), and poetry (1918-1945; 25 titles). All but the latest volumes in each category are protected with cloth slip-cases. The sets supplant worn-out copies and re-issues already in file. One third of the cost was borne by the Bancroft fund.

2. Photographic facsimile of an early version of Wace's 12th-century poem, Le Roman de Rou, from the original manuscript in the Bibliotheque Nationale.

3. For the Park Benjamin Collection of New York literature, 1835-1865, 103 titles, including more than 20 first editions of works by T. S. Arthur

4. For the Epstean Collection on the history of photography, 92 titles, including 52 numbers of American Photography (1907-15) and 17 volumes of Amateur Photographer and Photographic News.

5. For the David Eugene Smith Library, 36 books, including Descartes' Geometria (Amsterdam, 1659-61) and Guillaume de Conches' Philosophicarum et Astronomicarum Institutionum (Basle, 1531).

6. In addition to items 1 and 2 above, a number of important additions were made by means of the Special Collections fund no. 293:
Raphael Maffeius, Volaterranus (Basle, 1544)
Busca, Della espugnatione et difessa delle Fortesse (Turin, 1585)
Eugubinus, De humanitatis studiis (Padua, 1600)
Joannes Murmellius, Artis versificatione rudimenta (Leipzig, 1519)
Francesco de' Vieri, Trattato delle metheore (Florence, 1573)
Cosmus Anysius, Poemata (Naples, 1533)
4 items of Spinozana not in the Oko-Gebhardt Spinoza Collection
Numerous first editions of the works of Henry James, Henry Miller, James Branch Cabell, John Steinbeck, etc.
32 items printed at the Grabhorn Press in San Francisco.
About 250 English and American letters and documents from the 16th to the 18th centuries, principally indentures.

D. Important Gifts

1. Coykendall gift
The lot of books originally scheduled for presentation during 1947 by Mr. Frederick Coykendall '95 was divided into two annual donations, the second being acknowledged during the present period. (The lot originally scheduled for presentation during 1947/48 will be similarly divided between 1948/49 and 1949/50).

2. From Professor James T. Shotwell: another lot of papers from his private files, relating principally to the International Labor Organization and the Locarno Peace Pact. (5 boxes)

3. From Mr. Louis Friedland: a complete run of the "Elizabethan Bibliographies" series; also 13 exemplars of modern French fiction, with authors' inscriptions.

4. From the gift of books "from the Library of Jefferson B. Fletcher" about 100 items were selected for Special Collections, including a fine run of first editions, chiefly inscribed copies, of the works of Robert Herrick

5. From Mr. William H. McLees of Brooklyn: 22 engraved plates for various editions of a work on engravers' alphabet forms, A Series of Alphabets (New York, 1855, etc.), by his father, Archibald McLees.

6. From the gift of books "from the library of Jessie Lemont Trausil" about 200 items were selected for inclusion in Special Collections, principally for the modern literature and Book Arts files.

7. From Mr. Percy L. Crosby, illustrator and cartoonist: 11 of his books, inscribed to Columbia University.

8. From Mr. George Salomon: 18 type-specimen books of the Woellmer Foundry in Berlin, for inclusion in the Typographic Library.

9. From Mr. Clarence Epstean: 32 items for inclusion in the Epstean Collection on the history of photography.

10. From Mrs. William O. C. Kiene: several lots, including two volumes of reproductions of the cartoons of her father, Joseph Keppler; two autograph albums containing inscriptions by prominent artists, musicians, literati, actors, and statesmen of the latter 19th century; an autograph letter signed by Bret Harte; and a manuscript copy of Alphonse Czibulka's "Songe d'Amour Apres le Bal."

11. From Mr. Willard V. King: a complete photostatic reproduction of the Laurenzian Library manuscript by Bernardino de Sahagun, Historia General de las Cosas de Nueva España. The original from which the photostat was made was written by Sahagun in 1576/77, and is a bi-lingual version with Spanish and Mexican parallel texts. Mr. King also provided funds for binding the reproduction.

12. From Mrs. Nicholas Murray Butler: 25 books autographed or inscribed by the authors to Dr. and Mrs. Butler.

III. DEPARTMENT ACTIVITIES

A. Preparation of Materials

1. Book Cataloging

A total of 2,896 cataloged volumes were received during the year. 3,703 catalog cards were received.

2. Manuscript listing.

The department staff provided finding cards for 769 manuscript items during the year. Special effort was made to complete work on the Seligman and Typographic Library manuscripts. The work will be carried into other special files as opportunity permits.

3. Binding.

A total of 173 volumes were sent to the bindery during the year. In addition, a stock of 500 manuscript boxes was obtained.

Note (a)

During the year a consolidated author file of all cataloged Special Collections books was inaugurated, and is as nearly complete as present facilities permit. (For many cataloged collections no cards are available

in Special Collections). In the future all books will be represented in the general department author catalog, in a chronological catalog, in the department shelf-list, and in a stack finding-list. Subject cards, when necessary, will be placed in the author catalog.

Note (b)

The transfer of Special Collections was completed during the summer of 1947, with the exception of the Plimpton, Smith and Dale Libraries. Unfortunately, however, not all of the general library material formerly housed on Level 13 could be removed at that time, and as a consequence we have had to share quarters. This has not been satisfactory from any point of view, and we look forward to the coming summer, when the removal from Level 13 of general library material is to be resumed.

B. Exhibitions

1. In November an extensive exhibition in commemoration of the work of Frederic W. Goudy, typographer, was opened. It occupied all of the cases in the Butler Library entrance lobby, as well as those near the Circulation Desk on the third floor. The third-floor portion of the exhibition is still on view.

2. In January specimen exhibits from five of our "Special Collections" were placed on view in cases in the Reading Room. The purpose of these exhibits is to call attention to our varied resources. Accordingly, the selections will be changed regularly.

3. In March a display of Pulitzer Prize winners in Journalism in various years was arranged in the lobby cases of Butler Library on the occasion of the meeting of the Scholastic Press Association.

4. On March 23 a selection of first editions of the works of D. H. Lawrence presented by Mr. Frederick Coykendall '95 was installed in the lobby cases of Butler Library.

5. In June an exhibit displaying the varied resources of the Plimpton, Smith and Dale Libraries was installed in the cases in 210 Low.

C. Miscellaneous

1. Unveiling of the Spinoza Bust.

On May 21 ceremonies were held in the Special Collections reading room for the unveiling of a bust of Benedict de Spinoza. The bust was executed by Mrs. Phyllis Blundell, was presented to be a part of the Oko-Gebhardt Spinoza Collection by Mrs. Simon Kuhn, and was unveiled by Mrs. Adolph S. Oko. Brief addresses were made by Mr. Charles Mixer, Professor James Gutmann, and Mr. James Van Derpool. Following the ceremonies tea was served in the Social Room, at which Miss Margaret Kimmel of the Philosophy Library poured.

2. On several occasions Mr. Baughman gave talks or read papers to various groups:

On November 20, a paper entitled "Influences on Early American Bookbinding Design", read at a meeting of the Grolier Club.

On November 24, a lecture before the S.L.S. class in "The History of Books and Printing."

On March 22, a lecture on early printing on the occasion of the visit of the Library School seniors of the State Teachers' College, Geneseo, N. Y.

On May 18, a talk on "Changing Attitudes toward Fine Printing," given at Colgate University before a seminar in the history of typography.

3. On the following occasions Miss Bonnell conducted group visits to the Special Collections Reading Room:

On November 12, 5 groups of Library School students, making their annual tour of The Libraries.

On January 12, a research seminar of 12 members from Barnard College, seeking instruction in the processing and physical treatment of manuscripts, and their use in research. This meeting was in advance of special sessions with individual members of the seminar, made during January and February.

On March 25, students of the McGill University Library School.

On May 19, members of the Teachers College class in Occupational Therapy, on their annual visit to see bindings, manuscripts, and early printed books.

On May 27, members of the Library Club of Scarsdale High School.

Respectfully submitted,

Roland Baughman

Roland Baughman
Head of Special Collections

To:
Dr. Carl M. White
Director of The Libraries
Columbia University
July 1, 1948

Copy for Dr. Logsdon

Baughman

December 1, 1948.

Roland Baughman

Dr. Reinhard H. Luthin

Grinnell College has entered a request to borrow nine reels of the microfilm of the Henry Watterson papers. The microfilm was purchased out of Bancroft funds.

Do you know anything about this request? It is being made on behalf of Mr. Joe Wall who is on the faculty at Grinnell. The request letter states that he has finished with the first half of the film and, since we have never lent it before, I am wondering if he did this work as a student here. Any information you can give me would be helpful.

Also I need to know for my guidance in this and in future instances what the policy of the Bancroft Committee is in regard to lending microfilms purchased out of the Bancroft Fund. For my own part I am against lending microfilms, as they are fragile and often quite difficult to replace.

Let me have your ideas on these subjects as soon as possible as I am holding up the request until I hear from you.

RB:AQC

If good point — if we have no policy on this we need one

Reels 5-16

Dec. 7, '48